



Archives Intern

Job Title: Archives Intern

Status: Temporary, 4 to 10 weeks, 40 hours per week

Department: Office of the President

Reports To: Archivist and Researcher

Prepared Date: May 2025

Summary: Participates in the religious Mission and Ministry of Tenacre by supporting the history of Tenacre and preserving its archives. An internship can be geared to suit your interest, but a general curiosity about archiving or a desire to learn about the history of Christian Science Nursing is essential. Areas of service may include any of the following:

- Collection preservation, organization, and digitization
- Original research about a topic of interest to share with the Tenacre community
- Creating content for timelines, chronologies, brochures, and exhibits

Requirements

- Student of Christian Science
- Experience using Microsoft office suite, including Word, Excel, and Powerpoint
- High attention to detail
- Self-starter with the ability to take initiative, work independently, and manage projects
- Excellent verbal and written communication skills
- Demonstrated ability to read aloud, write, and speak English which is understood by guests and staff

Compensation

- \$16 - \$19 per hour

Benefits

- Paid time off with carryover and payout features
- 401(k) tax deferred savings plan with a match up to 6% of your annual pay with eligibility from date of hire
- Pension plan
- Optional health insurance
- Life insurance

- Financial education
- Other education assistance
- Dependent care assistance
- Family tuition assistance